

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Electronic Business Analyst
Position Number: 58106297
Division: Information Technology & Processing
Band/Salary: 5/\$16.83 - \$18.40 hr DOQ
Type of Employment: Permanent/Full-Time
Location: Helena
Union: Yes
Supplement: Yes
Closing Date: 12/17/2008

The Department of Revenue is looking for an energetic and enthusiastic person who enjoys working in a fast-paced technical environment. To perform successfully as the Electronic Business Analyst, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude. This position requires organizational and analytical skills and the ability to communicate effectively and respectfully with co-workers and the public. If you have a technological background in data file management, transfer, and applications and you have the ability to make sound decisions and be accountable for them, we encourage you to apply.

The Electronic Business Analyst is responsible for researching and clearing electronic remittance files and assisting in the development and operation of the Department's electronic data capture and remittance (e-filing) system. This includes providing training, and outreach to internal and external users; and performing a variety of other duties as assigned. This position resolves customer problems with e-filing systems and provides consultation, training, and outreach to internal and external users. Data file transfer projects include secure web transmission of data files along with magnetic media submission of tax data for state tax administration. The Electronic Business Analyst is the primary contact for internal and external customers submitting electronic data and/or remittance files. The Electronic Business Analyst will coordinate work efforts with other unit members, other department employees and/or contractors and other agencies as required. Candidates must have:

- Ability to identify and analyze issues related to electronic payment files, conduct research, and resolve the problem.
- Knowledge and understanding of computer software; databases and data management tools; data file formats.
- Knowledge of quality assurance methods.
- Ability to provide timely and effective written, oral and interpersonal communication.
- Attention to detail and organizational skills.

The above competencies are typically acquired through a combination of education and experience equivalent to a bachelor's degree in business administration, accounting or related field along with one year of experience in data file transfer methods and applications. Understanding of electronic tax administration is a plus. All combinations of education and experience will be evaluated on an individual basis.

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$35,000.00 /yr is:

Wages:	\$35,000.00
Benefits:	\$6,684.00
Retirement:	\$2,415.00

Total Average Wage Package \$44,099.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Supplement Question.
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be used.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax filings must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**Department of Revenue
Supplement Questions**

Position Number: 58106297
Position Title: Electronic Business Analyst
Application Deadline: 12/17/2008

Instructions: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Please describe why you believe you are qualified for this position.